

# MEMORANDUM

4

STANDARD FORM NO. 64

TO: Director for Management

DATE: February 9, 1996

DATSD-PA (COMM)

PDATSD-PA

ATSD-PA

FROM: Director, DPCR

Initials

(b)(6)

DATE 2/9/96

Deputy Director, DPCR

Initials

DATE 10 Feb 96

ACTION OFFICERS: Linda Tripp/

Initials

(b)(6)

Telephone (b)(6)

SUBJECT: Joint Civilian Orientation Conference (JCOC) 59

PROBLEM: SecDef must approve the invitation list and approve his letter of invitation, to be signed by autopen, to initiate the JCOC 59 invitation process.

DISCUSSION: The JCOC 59 Joint Selection Panel rated 167 nominees, of whom 120 were selected and placed on an invitation list in rank order. For logistical reasons, only 60 will be invited to attend. If we do not get enough positive responses from the initial group of invitees within two weeks, we will continue inviting individuals from the rank-ordered list until we reach a total of 60 confirmed participants. **To get quality participants, the initial invitations should be mailed as soon as possible.** Enclosed is the memo to SecDef requesting approval of the invitation list (at Tab A) and the invitation letter (at Tab B) to be signed by autopen. Tab C is the composition of this year's Joint Selection Panel.

RECOMMENDATION: ATSD-PA initial the attached memo and forward it to SecDef.

COORDINATION: Service JCOC project officers

ATTACHMENTS: Memo w/Tabs A-C.



PUBLIC AFFAIRS

ASSISTANT TO THE SECRETARY OF DEFENSE

1400 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-1400

14 FEB 1996



DEP SEC DEF  
HAS SEEN  
APPX - JAC  
FEB 20 1996  
SOM/WJT

Prz  
K  
JAL  
2/17  
GR 17 72/16  
m  
2/15

MEMORANDUM FOR SECRETARY OF DEFENSE  
DEPUTY SECRETARY OF DEFENSE

FROM: (K) Kenneth Bacon, ATSD (PA)  
Prepared by (b)(6) Tripp (b)(6)

SUBJECT: Joint Civilian Orientation Conference (JCOC) 59 --  
ACTION MEMORANDUM

PURPOSE: Obtain SecDef approval of: 1) JCOC 59 invitation  
list, and 2) JCOC 59 invitation letter and use of  
SecDef autopen.

DISCUSSION: Nominations for JCOC 59, April 22-28, were received  
from throughout the Department and JCOC alumni. A  
Joint Selection Panel rated 167 nominees, of whom  
120 were selected and placed in rank order on the  
invitation list at Tab A. Since JCOC can only  
logistically accommodate 60 participants, the top 60  
nominees on the list will initially be invited. If  
all 60 do not accept, we will continue inviting from  
the rank-ordered list until we reach a total of 60  
confirmed participants. At Tab B is the text of the  
invitation letter, less the enclosure of JCOC  
information materials. The composition of the JCOC  
59 Joint Selection Panel is at Tab C.

BACKGROUND: JCOC, started by Secretary Forrestal in 1948 and  
hosted by every Secretary since, acquaints leading  
citizens from across the country with defense issues  
through a week-long program of Pentagon briefings and  
military base visits.

RECOMMENDATION: 1) SecDef approve invitation list at Tab A.  
2) SecDef approve invitation letter at Tab B  
to be signed by autopen.

SECDEF DECISION 20 FEB 1996  
[Signature] Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Other: \_\_\_\_\_

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

**(SECDEF LETTERHEAD)**

«Prefix» «First\_Name» «Middle\_Initial» «Last\_Name» «Postfix»  
«Title»  
«Firm»  
«Street\_Address»  
«POBoxSuiteNo»  
«City», «State» «Zip»

Dear «Prefix» «Last\_Name»:

I am pleased to invite you to participate in the 59th Joint Civilian Orientation Conference (JCOC 59) beginning Monday, April 22, 1996, and ending Sunday, April 28, 1996. Specific information about the itinerary, costs, transportation, and other details is enclosed in a general instructions packet.

If you choose to participate, you will see the people and equipment that make up our nation's defenses. You will join about 60 other distinguished citizens at the Pentagon for high-level discussions of national security issues. Then you will observe Navy aircraft carrier and submarine operations in Norfolk, Virginia. From there you will travel to Nellis Air Force Base, Nevada, to view Air Force global combat capabilities. The next stop will be Fort Lewis, Washington, for a demonstration of high-technology Army equipment and special operations. The final stop will be Camp Pendleton, California, where you will observe Marine Corps air-ground combat operations.

I would appreciate a faxed response at your earliest convenience to Ms. Linda Tripp, JCOC 59 Director, at (b)(6). If you are able to attend, please follow up with a written reply within two weeks using the enclosed postage-paid, pre-addressed envelope to forward your acceptance, deposit, and personal information papers. Please call Ms. Tripp at (b)(6) if you have any questions.

The conference should prove exceptionally interesting and informative. I hope you will join us.

Sincerely,

Enclosure:  
As stated

JOINT SELECTION PANEL

Board President:

Clifford Bernath  
Principal Deputy Assistant  
to the Secretary of Defense for Public Affairs

Panelists:

Colonel Fred C. Peck, USMC  
Deputy Director, Public Affairs  
Headquarters U.S. Marine Corps

Colonel Harold J. Smarkola, Jr., USAF  
Deputy Director, Public Affairs  
Office, Secretary of the Air Force

Captain James Mitchell, USN  
Deputy Chief of Information  
Department of the Navy

Colonel Donald Maple, USA  
Deputy Chief of Public Affairs  
Office Secretary of the Army

Captain Bill Harlow, USN  
Deputy Director  
American Forces Information Service

Dr. W. S. (Steve) Sellman  
Director for Accession Policy  
OASD(FMP) (MPP)

Cheryl Bowen  
Executive Director  
National Committee for Employer Support of the Guard and Reserves

Colonel John Kaising, USA  
Executive Officer  
Chief of Chaplains, U.S. Army